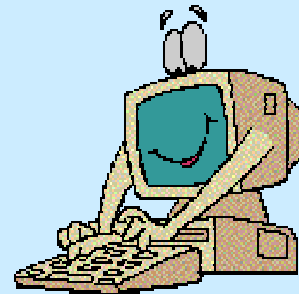This tutorial was created to instruct all AASIS users on how to verify if a vendor is set up in the AASIS vendor file.

VENDOR ENTRY POLICY

Display Vendor: Initial Screen

Vendor [   ]
Company Code [ARK]   State of Arkansas
Purch. Organization [   ]

General data
☑ Address
☑ Control
☑ Payment transactions

Company code data
☑ Accounting info
☑ Payment transactions
☑ Correspondence
☐ Withholding tax

Purchasing organization data
☑ Purchasing data
☑ Partner functions

1. Transaction XK03
2. Check all "data" fields except for the Withholding tax
3. Go to Vendor and use the pull down; see arrow

or
company Code   ARK   State of Arkan
n. Organization

eral data
Address
Control
Payment transactions

npany code data
Accounting info
Payment transactions
Correspondence
Withholding tax

chasing organization data
Purchasing data
Partner functions

Vendor Account Number (1)

Vendors (General)	Vendors by Country/Company Code	Vendors by Company ...

Search term

Postal Code

City

Name

Vendor

Maximum no. of hits   1500

✔ Vendors (General)
Vendors by Country/Company Code
Vendors by Company Code
Vendors by Country
Vendors by Personnel Number
Vendors by Address Attributes (Fuzzy Search)
Vendors by Address Attributes
Vendor by TAXID
Proceed Initially According to Creditor Sub-Ledger Account
Vendors by Class
Vendors: Purchasing
Vendors by Material
Vendors with Plant Reference

Go to the drop down selection list and click
Vendors (General)

1. Go to Vendor (General)
2. Enter the main *name* of the vendor
3. Hit enter

SAP

Display Vendor: Initial Screen

Vendor	☑
Company Code	ARK	State of Arkan
Purch. Organization	9999	REFERENCE

General data
- ☑ Address
- ☑ Control
- ☑ Payment transactions

Company code data
- ☑ Accounting info
- ☑ Payment transactions
- ☑ Correspondence
- ☐ Withholding tax

Purchasing organization data
- ☑ Purchasing data
- ☑ Partner functions

Vendor Account Number (2)

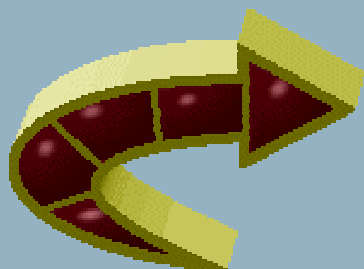| Vendors (General) | Vendors by Country/Company Code | Vendors by Company Code |

Search term	
Postal Code	
City	
Name	*VENDORNAME*
Vendor	
Maximum no. of hits	1500

If the statement "No values for this selection" is shown in the lower left corner of your transaction, then the vendor is not set up in AASIS.

Go back to the drop down and find:
Vendor by TAXID tab

To verify the name of the vendor
1. Enter the SSN or TIN from the W9
2. Hit enter key

Display Vendor: Initial Screen

Vendor

Company Code ARK State of Ark

Purch. Organization

General data
- ☑ Address
- ☑ Control
- ☑ Payment transactions

Company code data
- ☑ Accounting info
- ☑ Payment transactions
- ☑ Correspondence
- ☐ Withholding tax

Purchasing organization data
- ☑ Purchasing data
- ☑ Partner functions

Vendor Account Number (1)

| Vendors by Address Attributes | Vendor by TAXID | Proceed Initially According to ... |

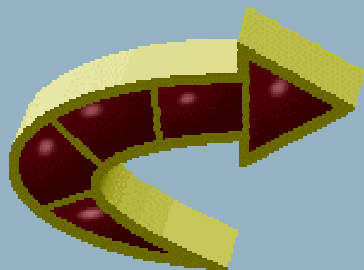Tax Number 1   SSN

Tax Number 2   TIN

Vendor

Maximum no. of hits   1500

If the statement "No values for this selection" is shown in the lower left corner of your transaction, then the vendor SSN or TIN is not set up in AASIS.

After an AASIS user has verified that a vendor is **<u>not</u>** set up in AASIS, the user should direct the vendor to the website below:
https://www.ark.org/vendor/

1. This allows the vendor to create a user name and password protected profile, which allows them to submit their own data changes and subjects the vendor to all liabilities regarding tax information.
2. Office of State Procurement will provide an email notification of all bid(s), relating to any commodity the vendor registers for.

If there are any extenuating circumstances where a vendor can not set their self up in AASIS, then an AASIS role mapped procurement technician, procurement specialist, or AP specialist, may submit a request using the Vendor Maintenance Eform with W9.

VENDOR MAINTENANCE EFORM WITH W9